



Bid Number 50 - 00118209

**PROVIDE LABOR, MATERIALS AND EQUIPMENT NECESSARY TO
PROVIDE A THREE (3) YEAR CONTRACT FOR JANITORIAL SERVICES FOR
DEDICATED FACILITIES UNDER THE DEPARTMENT OF JUVENILE
SERVICES**

Due: January 19, 2017 2:00 pm

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Ms. Sidney Duffy, Buyer II
Buyer Email: sduffy@jeffparish.net
Buyer Phone: 504.364.2682**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

In an effort to enhance services to our vendor community, the Purchasing Department will begin maintaining an EB Office location in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Beginning December 1, 2016 bidders may submit bid responses to this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages.** Please note that all bid openings will continue at 200 Derbigny Street, Suite 4400, Gretna, LA 70053.

Other Changes Continued:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission.*** While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the “Additional Requirements” section of the bid instructions and/or the “Important Notice to Bidders” included in the bid package for specific requirements to respond accordingly. These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Section 1.0 – Pre-Bid Conference:

A MANDATORY Pre-Bid Conference will be held at 10:00 am on JANUARY 9, 2017 in the First Floor Multi-Purpose Room within the Department of Juvenile Services, located at 1546-B Gretna Boulevard, Harvey, LA 70058.

*All bidders must attend the **Mandatory Pre-Bid Conference** and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the Mandatory Pre-Bid Conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.*

The **Mandatory Pre-Bid Conference** will include a site visit of the buildings referenced within the specifications herein, in order for bidders to familiarize themselves with the required work. There will be no allowance for lack of knowledge of any existing conditions.

The **Mandatory Pre-Bid Conference** and inspection does not relieve the successful bidder from necessity of furnishing materials, or performing any work that may be required to complete the work in accordance with the specifications without cost to the owner.

Section 2.0 – Scope:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a thirty-six (36) month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.

The contract will be for a period of Thirty-Six (36) months beginning on May 1, 2017 and ending on April 30, 2020.

Section 3.0 – Quantities/Inspection:

Bidders must inspect the sites prior to the submission of their bid in order to determine the square footage, configuration, existing conditions, etc., to be served. It is the vendor's responsibility to measure and inspect for exact measurements and site conditions. All square footage given in these specifications are approximate and it is the vendor's responsibility to take their own measurements for bidding purposes. There will be no allowance for lack of knowledge of any existing conditions.

There will be a group site inspection at the conclusion of the **MANDATORY Pre-Bid Conference**. This will allow for vendors to inspect all facilities to familiarize themselves with the sites and the required work. For any additional questions, please contact the Property Manager:

Contact Luis Campos, Property Manager, Department of Juvenile Services, between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, at (504) 364-3750 ext. 243.

Estimated square footages to be serviced are listed below:

1. Jefferson Parish Juvenile Court
1546 Gretna Blvd.
Harvey, LA 70058
Approximately 30,898 square feet
Approximately 115 employees
2. Jefferson Parish Juvenile Justice Administration Complex
1546-B Gretna Blvd.
Harvey, LA 70058
Approximately 36,800 square feet
Approximately 157 employees

For applicable buildings, all stairwells on all floors shall be included in this contract.

Jefferson Parish reserves the right to add or delete square footage for each listed building to be cleaned at any time due to vacancies, additions, remodeling, etc. Jefferson Parish will pay the successful bidder monthly based upon the occupied square footage for that month. A five (5) day notice from Jefferson Parish in writing (letter or e-mail) will be given to the successful bidder prior to the reduction or addition of services.

Jefferson Parish additionally requests bidders supply an hourly rate for an As-Needed Day Time Janitorial Employee for requested work in either or both sites, as identified in these specifications. The employee assigned to this task will work select hours at select facilities as needed. See attached job description titled "As-Needed Day Time Janitorial Employees Job Description". The hourly price will be charged only for hours worked throughout this contract.

NOTE:

THE COST PROVIDED FOR THE AS-NEEDED DAY TIME JANITORIAL EMPLOYEE SHALL HAVE NO BEARING ON DETERMINING THE LOW BIDDER.

Section 4.0 – Bid Specifications:

1. General The successful contractor shall cover the furnishing of labor, materials, and equipment necessary to provide a thirty-six month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.

The contract will be for a period of thirty-six (36) months, beginning on May 1, 2017 and ending on April 30, 2020.

2. Personnel Contractor shall provide documentation on all personnel working in parish owned facilities, indicating the employee has been successfully trained in this type of work.

The contractor shall provide trained personnel to perform all of the duties of this contract, including the safe and proper operation of a trash compactor.

Utilizing the attached form, "INITIAL JANITORIAL EMPLOYEE VERIFICATION", the successful bidder shall provide documentation on all their personnel who will be working in Parish owned facilities, indicating the employee has been successfully trained in this type of janitorial work and the use of specialized equipment (i.e., trash compactor). This documentation shall be provided after the successful bidder is notified of his/her low bid acceptance and before finalizing a formal contract. Failure to provide this documentation will result in the contract to not be awarded and disqualification of the vendor's low bid.

The contractor's employees shall, at all times, be courteous and neat in appearance while employed at these facilities.

Identification badges provided by Jefferson Parish shall be worn at all times while the successful bidder's employees are working in Jefferson Parish facilities. The successful bidder shall pay \$20.00 for the replacement of any lost identification badges.

The contractor shall have a responsible supervisor at each location while employees are working. For safety reasons, at no time under this contract shall the contractor have only one (1) employee working at any location. All supervisors must be able to proficiently read, write, speak and understand the English language.

The contractor's employees will NOT be allowed to have visitors or to bring children to the job site. The contractor's employees shall conduct themselves in a workman like manner at all times. The contractor shall remove any employee not conducting him/herself properly.

If an employee is being replaced for any reason, the supervisor must notify the Department of Juvenile Services no later than 3:00 p.m. that day indicating which employee will be out and who the employee will be replaced with. Failure to comply with this directive will cause for a fifty (50%) percent point deduction in that months inspection report.

The successful bidder shall supply a completed form (see attached labeled "MONTHLY JANITORIAL EMPLOYEE UPDATE") to Juvenile Services by the 15th of each month during this contract. Failure to comply with this directive will cause for a fifty (50%) percent point deduction in that month's inspection report.

SERVICES HAVE BEEN OUTLINED FOR EACH BUILDING ON THE ATTACHED PAGES. THESE SERVICES INCLUDE A LIST OF GENERAL, DAILY, WEEKLY, MONTHLY, SEMI-ANNUAL, AND AS-NEEDED SERVICES FOR EACH BUILDING.

Section 4.1 – Hours of Work:

The performance of all work under this contract shall not begin before 4:30 p.m. each day and shall end by 10:30 p.m. each night (excluding the As-Needed Day Time Janitorial Employee), unless otherwise specified within these specifications or at a later time.

All cleaning work must be done Monday through Friday; some special work may be done after normal hours or on the weekend with approval from the Department of Juvenile Services.

The contractor must ensure that all employed personnel cooperate with all employees and visitors of these facilities.

Section 4.2 – Experience/References:

The contractor must have experience in the commercial, janitorial business with buildings of similar size and scope.

THE CONTRACTOR SHALL INCLUDE A LIST OF FIVE (5) REFERENCES WITH HIS/HER BID ON THE PROVIDED FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED CONTRACTOR'S REFERENCE LIST.

Section 4.3 – Cleaning Supplies/Equipment:

The contractor shall have an on site inventory of ample and approved cleaning supplies including, but not limited to the following:

- Floor Wax
- Furniture Polish
- Disinfectant
- Cleaning Fluid

All cleaning products shall not discolor or damage Jefferson Parish fixtures, appliances, flooring, etc. Any damages occurred by cleaning products will be the responsibility of the successful bidder to repair or replace.

The MSDS sheets shall also be included with ALL cleaning products and shall be located in all storage areas in addition to providing a copy to Juvenile Services.

No owner furnished paper towels or tissue shall be used for window cleaning.

The successful bidder must furnish and supply all equipment necessary to perform cleaning, vacuuming, and polishing as required in this contract. Equipment used daily will be stored in the designated janitorial closet/storage areas at the facilities. All equipment must be safe, in good repair, and able to perform the designed function with minimal noise and maximum efficiency. The successful bidder will also be required to furnish a telescoping pole, if necessary, for high dusting. All equipment must be labeled and identified with the successful bidder's name at all times.

Section 4.4 Employees

The Successful bidder shall employ, train, and supervise all personnel. All personnel shall have appropriate qualifications and experience. The successful bidder shall provide a sufficient number of employees to provide all services required under this contract. All personnel engaged by the successful bidder shall be sole and exclusive employees of the successful bidder, and shall be paid by the successful bidder. The successful bidder shall pay all applicable social security, unemployment, worker's compensation, and other employment taxes. Sub-contractors of the successful bidder will be allowed for up to fifty percent 50% of the total contract work/amount.

Section 4.5 – I-9 Forms/Background Checks & Employee Identification:

The contractor will be required to furnish Jefferson Parish with background/criminal record checks and I-9 Forms for each employee before they start work at any location. Each and every employee shall wear a picture I.D. badge and uniform shirt or smock, furnished by the contractor. This badge must be visible and worn at all times.

Section 5.0 – Performance:

The successful contractor shall be expected to perform according to all of the specifications included with this bid. There will be a thirty (30) day grace period before performance inspections begin. After this time, the parish will conduct daily, weekly, or monthly inspection in order to determine the degree of performance.

A REPORT WILL BE MADE OF THESE INSPECTIONS AND GIVEN TO THE PROPERTY MANAGER OR ASSISTANT PROPERTY MANAGER IN CHARGE OF THAT BUILDING. AT THE END OF THE MONTH, THE PROPERTY MANAGER OR ASSISTANT PROPERTY MANAGER AND A REPRESENTATIVE OF THE JANITORIAL COMPANY WILL INSPECT THE SITES TOGETHER TO DO A PERFORMANCE EVALUATION USING THE FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED JANITORAL SERVICES PERFORMANCE RATING.

Therefore, Jefferson Parish reserves the right to reduce the monthly payment for these services by the percentage ranking of the inspection report and level of performance. For example, if Jefferson Parish inspected the facilities and ranked them at 78%, Jefferson Parish would then remit to the successful bidder, 78% of their bill for these services. However, if the successful bidder gets a rating of 90% or above the successful bidder will be paid 100% of their monthly fee. Also, if the deficiencies in services performed are deemed an emergency, Jefferson Parish reserves the right to hire its own staff to accomplish the work not being properly performed BY THE SUCCESSFUL BIDDER and charge the successful bidder a rate of \$30.00 per hour to accomplish the deficiencies in their cleaning services. This total will be deducted from the monthly bill. The *JANITORAL SERVICES PERFORMANCE RATING FORM* will be used for this rating system. *Deductions for failure to provide services as identified in these specifications will also be listed.*

Section 6.0 – Billing:

The contractor shall submit an individual invoice for each location serviced under this contract on the first of each month. The invoices shall be submitted to the Jefferson Parish Department of Juvenile Services. The address and all other pertinent information for billing will be furnished to the vendor before work begins.

All additional work shall be submitted on a separate invoice for each location serviced on the first of each month. The date of the work, the location of the work, description of work performed, who authorized the work, and the purchase order number shall be indicated on the invoices. Payment terms on all invoices shall be net 30.

Section 7.0 – Cleaning Area and Safety:

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Section 8.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the entire contract or any individual site/building at anytime and for any reason by issuing a thirty (30) day written notice to the contractor.

Section 9.0 – Performance Bond:

A performance bond will be required in the amount of fifty percent (50%) of the total contract price.

Section 10.0 – Services:

Juvenile Court

The Juvenile Court is located at 1546 Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 30,898 – with approximately 115 employees.

The following areas will be excluded from this contract:

- Equipment Room – 1st Floor

General:

1. Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas PROVIDED BY JEFFERSON PARISH AND USED BY THE SUCCESSFUL BIDDER shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.
4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that months invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished by Jefferson Parish as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
7. All security glass (Clerk of Court and Main Court) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.
 - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.
 - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e. Toilet seats shall be cleaned and disinfected on both sides.
 - f. Wet mop and rinse restroom floors with disinfectant.
 - g. All walls and partitions shall be cleaned to remove spots and splashes.
 - h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
 - i. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.
 - j. Wipe all bathroom door handles, inside and outside with disinfectant.

Weekly Services:

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.

5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.

Monthly Services:

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhausts) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

As-Needed Services:

1. General emergency/as needed cleaning for entire 30,898 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.
4. See "As-Needed Services – All Buildings under Contract".

Juvenile Justice Administration Complex

The Juvenile Justice Administration complex is located at 1546-B Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 36,800 – with approximately 157 employees.

The following areas will be excluded from this contract:

- Mechanical Rooms – 1st Floor and 2nd Floor

General:

1. Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas PROVIDED BY JEFFERSON PARISH AND USED BY THE SUCCESSFUL BIDDER shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the

one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.

4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that month's invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished by Jefferson Parish as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.
 - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.
 - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e. Toilet seats shall be cleaned and disinfected on both sides.
 - f. Wet mop and rinse restroom floors with disinfectant.

- g. All walls and partitions shall be cleaned to remove spots and splashes.
- h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- i. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.
- j. Wipe all bathroom door handles, inside and outside with disinfectant

Weekly Services:

- 1. All tile and hard surface floors shall be spray buffed, including stairways.
- 2. Elevator tile floors shall be waxed, if necessary.
- 3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
- 4. All toilet/urinal partitions shall be washed and disinfected.
- 5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
- 6. All handrails, including stairways, shall be cleaned if needed.
- 7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

Monthly Services:

- 1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
- 2. Remove finger prints and marks from light switches, door frames and area around door handles.
- 3. Vacuum all upholstered furniture.
- 4. All walls, doors, frames and baseboards shall be cleaned as needed.
- 5. Stairways shall be swept and dusted for cobwebs.
- 6. Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

- 1. All blinds shall be dusted every six months.
- 2. All A/C vent diffusers (Supply, Return and Bathroom Exhaust) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

As-Needed Services:

- 1. General emergency/as needed cleaning for entire 36,000 square foot facility.
- 5. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
- 6. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.
- 7. See "As Needed Services – All Buildings under Contract".

All Buildings under Contract As-Needed Services

- 1. General emergency/as needed cleaning
 - a. Vendor shall provide an hourly rate for a day-time janitorial employee for any additional emergency/as needed cleaning services.

- b. The employee assigned to this task will work select hours as needed.
 - c. See attached job description titled "As-Needed Day Time Janitorial Employee Job Description".
2. Carpet cleaning
- a. Vendor shall provide a square footage unit cost for carpet cleaning, which includes all labor and materials for total wet extraction for all buildings under this contract.
 - b. The Bonnet Wet Extraction Cleaning System is not an acceptable form of carpet cleaning.
3. Tile and hard surface floor refinishing
- a. Vendor shall provide a square footage unit cost for tile and hard surface floor refinishing, which includes all labor and materials for stripping, waxing and buffing.

NOTE:

THE COST PROVIDED FOR THE AS-NEEDED DAY TIME JANITORIAL EMPLOYEE SHALL HAVE NO BEARING ON DETERMINING THE LOW BIDDER

As-Needed Day Time Janitorial Employee Services

An as-needed day time janitorial will be provided in the case of need for an emergency cleaning. Vendor will be contacted by the Property Manager or the Assistant Property Manager in the event that the as-needed day time janitorial employee is needed. Employee shall be used on an hourly basis for intermittent work for either or both locations under contract.

The as-needed day time janitorial employee will be responsible for the following list of duties:

- 1. Pull trash from all trash cans; place trash in utility trucks. Trash is then to be trucked to dumpsters or trash compactors outside. (Contractor is to provide rain gear).
- 2. Vacuum all carpeted floors; around and under desk, tables, etc.
- 3. Sweep and mop tile floors.
- 4. Dust and Polish:
 - A. All Desk tops, sides, fronts, glass, etc.
 - B. Chair frames and benches
 - C. Bookshelves
 - D. File cabinet tops, fronts, etc.
 - E. Window ledges
 - F. Base Molding
 - G. Lamps, shades, and bases
 - H. Dust up to 12ft height
- 5. Dust:
 - A. Return air grills on ceilings and doors
 - B. A/C vents on ceilings
 - C. Door tops and window tops
 - D. Window blinds, shades, and drapes
 - E. Spider webs

- F. Light fixtures
- 6. Restrooms:
 - A. Wash and wipe down;
 - a. Vanity tops and sinks
 - b. Partition walls and doors, inside and out
 - c. Toilets, sides, backs and seats (both sides)
 - d. Back wall behind toilet
 - e. Urinal's inside and out; remove debris from bowl
 - f. Swab inside of toilet bowl with toilet mop or brush using cleaner or disinfectant
 - g. Remove graffiti, liter, gum, etc.
 - h. Wet-mop floors with disinfectant daily
 - B. Polish all chrome, ceramics and porcelain fixtures including behind toilets and under vanities.
- 7. Elevator:
 - A. Sweep and/or vacuum and mop elevator floors
 - B. Polish all walls and doors
 - C. Remove graffiti, liter, gum, etc.
- 8. Shake out and vacuum all entrance mats
- 9. Sift out cigarette butts from urn
- 10. On feet full time, will be required to constantly perform:
 - A. Lifting
 - B. Pushing
 - C. Pulling
 - D. Bending
 - E. Stooping
- 11. Report items in need of maintenance and/or repair such as broken electrical outlets, burned out bulbs and tubes and damaged ceiling tiles, etc.
- 12. Install paper products and hand soap.
- 13. Perform building recycle duties
- 14. Clean up of spills
- 15. Maintain floors in rainy weather to prevent slipping
- 16. Put out wet floor signs
- 17. Contractor's employee shall follow all work rules and safety in a safe and productive manner.
- 18. Employee will not be required and will not be paid for holidays. A copy of the 2017 holiday schedule is included with these specifications.
- 19. During emergencies (i.e. hurricanes) when employees are sent home early, they will only be paid for time worked.
- 20. Employee will be required to punch in – out on a parish owned time clock on a parish supplied time card. It will be the janitorial contractor's responsibility to keep up with their employees time worked. The contractor will only be paid the actual hours recorded on the time card. Jefferson Parish will not pay for lunch periods.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118209

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>PROVIDE LABOR, MATERIALS & EQUIPMENT NECESSARY TO PROVIDE A THREE (3) YEAR CONTRACT FOR JANITORIAL SERVICES FOR DEDICATED FACILITIES UNDER THE DEPT. OF JUVENILE SERVICES</p> <p>0001 THIRTY-SIX MONTHS OF LABOR, MATERIALS & EQUIPMENT NECESSARY TO PROVIDE FOR JANITORIAL SERVICES</p> <p>See attached bid specs: For additional information contact: Luis Campos, Property Manager Assistant 364-3750 ext 243 Monday - Friday from 8:00 a.m. to 4:00 p.m.</p>		
2	1.00	HR	<p>0002 Day Porter Daily Rate See attached bid specs</p>		

DATE: 12/14/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00118209

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: SDUFFY@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 1/19/2017 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

1,3,5,6,8,10,11,13,15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: 1546-B, GRETN BLVD. HARVEY, LA 70058
10:00 AM
ON 1/09/2017

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, **bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages.** Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.